

DD/R-843-62

26 December 1962

MEMORANDUM FOR: Director of Personnel
ATTENTION: Chief, Salary and Wage Division
SUBJECT: Request for Establishment of Administrative
Officer Position on Office of DD/R Staffing
Complement

1. It is requested that one slot from flexible position #63, IO-General, GS-14, on the staffing complement of the Office of Research and Development, Analysis Division, Office of the Chief, be abolished. In lieu of this position, it is requested that an Administrative Officer slot, GS-15, be established on the Support Staff of the immediate Office of the DD/R.

2. A ceiling of one should be transferred from ORD to the Office of the DD/R to accommodate the establishment of this position.


Executive Assistant
Deputy Director (Research)

25X1A

Concur:

Date 27 DEC 1962
Deputy Director (Support)

DEC 51 10 12 AM '62
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